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March 12, 1953

MEMORANDUM FOR: Walter B. Smith
Roger M. Eyles
Harold E. Stassen

Apropos of the formal Board meeting for March 19, [redacted] and Mr. Dulles have suggested that in view of the increasing amount of business which the Board has to handle, it might be preferable to have somewhat more formal meetings every Thursday beginning on the 19th, as follows:

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- a. Have a prepared agenda (though, of course, members would be free to introduce other items if too late to be included on the agenda). This would involve suspending the previous agreement that Board agenda must be circulated at least ten days in advance of a meeting.
- b. Meet at 12:30 p.m. for one-half hour; then have a very light, quick lunch; followed by further business, ending generally by 2:30 at the latest.
- c. The services of a stenographer would not be necessary.

If it is agreeable to you that at least the meeting on March 19 be conducted in this way, please ask your secretary to phone my office, and I will notify General Smith when all views have been obtained.

[redacted]
Acting Director

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cc: [redacted]
Allen W. Dulles ✓